GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Revenue Department - Functions of (Combined job chart) Village Revenue Officers and Ward Revenue Secretaries working in Village Secretariats and Ward Secretariats - Orders -Issued.

G.O.Ms.No.31 REVENUE (SERVICES.III) DEPARTMENT

Dated:30.01.2023.

Read the following:

1. G.O.Ms.No.415, Revenue (Ser.III) Dept., dt.26.09.2019.
2. G.O.Ms.No.427, Revenue (Ser.III) Dept., dt.11.10.2019.
3. From the Special Chief Secretary to Govt., GVWV & VSWS Dept., Rc.No. 576/F/GSWS/2022, Dt. 15.12.2022.
4. E-fle Computer no. 1942572 received from the O/o Chief Commissioner of Land Administration & Spl.C.S., A.P., Mangalgiri.

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In the references 1st and 2nd read above, Government have formulated job chart in respect to Village Revenue Officers working in Village Secretariats and Ward Revenue Secretaries working in Ward Secretariats in the State respectively.

2. In pursuance to the guidelines issued in the reference 3rd read above, the Chief Commissioner of Land Administration, Andhra Pradesh, Mangalagiri has submitted proposal in the reference 4th read above, for Combined job chart to Village Revenue Officers and Ward Revenue Secretaries who are working in Village Secretariats and Ward Secretariats in-place of already existing Job Charts formulated in the G.Os 1st and 2nd read above and requested to issue orders accordingly.

3. After careful examination, Government hereby accepted and fixed the following functions (Combined Job Chart) to the Village Revenue Officers and Ward Revenue Secretaries who are working in Village Secretariats and Ward Secretariats.

I. Disaster management duties in case of disasters like fire accidents, cyclones and foods etc.

II. Assist in the preparation, updation of electoral rolls and perform other election duties as per Government instructions from time to time.

III. Mutation work for Revenue records.

IV. Various tasks assigned in Jagananna Saswatha Bhu Hakku mariyu Bhu Raksha Pathakam (Re-Survey).

V. Issue of certificates by following the prescribed Procedure.
   a. Residence certificate
   b. Nativity certificate
   c. Solvency certificate
   d. Dependency certificates for handloom weavers.

VI. Attend all the grievances pertaining to Revenue Department filed before Village/Ward Secretariats and submit action taken report to line department along with Panchayat Secretary/Ward Secretary.

(P.T.O)

VII. Azmoish of crops and fields (100 %) inclusive of inspection if Survey stones.

VIII. Safeguard Government lands and properties from encroachments damage and misuse including land available to the public such as roads, streets, Open Spaces.

IX. Collection of cess, taxes and other sums pertaining to Revenue Department and assistance under the Revenue Recovery Act.

X. Causes beat of tom-tom and adopt other methods for informing people about events.

XI. Give prompt information to the Tahsildar regarding murders, suicides, un-natural deaths and other important developments which may threaten peace in Ward /Village.

XII. Any other duties that may be assigned from time to time by the Tahsildar/Collector/Chief Commissioner of Land Administration /Government.

XIII. If the Village Revenue Officer has several tasks pending at the same time, the task appearing first in the job chart should be given priority.

4. The above functions shall be followed strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SAI PRASAD
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Chief Commissioner of Land Administration & Special Chief Secretary to Government, Andhra Pradesh, Mangalagiri.
The Commissioner and Director of Municipal Administration, A.P., Tadepalli.
The Commissioner of Panchayat Raj & Rural Development, A.P., Tadepalli.
The Director of G.V.W.V.& V.S.W.S., A.P., Vijayawada.
All the District Collectors in the State through C.C.L.A., A.P., Mangalagiri.
Copy to:
The Spl.Chief Secretary to Government, Municipal Administration & Urban Development Department.
The Principal Secretary to Government, Panchayat Raj & Rural Development Department.
The Special Chief Secretary to Government, Department of G.V.W.V.& V.S.W.S.
The OSD to Minister (Revenue)
The P.S. to Spl.C.S.(Revenue).
The SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER